



## HOW THE SAM II HR/PAYROLL SYTEM CALCULATES STATE COMP TIME

The State of Missouri compensates additional hours reported not covered by FLSA as non-federal or "straight" compensatory time. In addition to all hours physically worked, hours reported to paid leave events are counted towards the maximum for the period. The State will maintain two "buckets" for the compensatory accruals - a "straight time" bucket and a "holiday" bucket.

State Compensatory Time is calculated in a similar fashion to FLSA. Employees earn State Compensatory Time when the hours from the State Compensatory Time eligible events exceed the maximum regular FLSA hours on the FLSA Hours (FLHR) window. Employees are associated with different State Compensatory Time profiles, defined on the Client Compensatory Profile (CCPR) table, through their sub-titles. The Client Compensatory Profile table associates the permissible combinations of Client Compensatory plans and FLSA plans.

The SAM II HR/Payroll System follows the steps outlined below to calculate State Compensatory Time:

The system checks to see if the employee is eligible to receive State Compensatory time. If the Client Profile field on the employee's Sub-Title table entry is left blank, the employee is not eligible to receive State Compensatory Time. In that case, all State Compensatory Time calculation logic will be bypassed for the employee. Otherwise, the system will continue to the next step.

Once the employee has been determined eligible to receive State Compensatory Time, the system will check to see which events are eligible for State Compensatory Time calculation (from the time and leave data reported for that employee). Events that are not eligible for State Compensatory Time processing are ignored during this calculation.

Using the information from the Pay Cycle table, the system determines which eligible event falls into each of the FLSA work period (based on event dates and the FLSA work period end dates) of the pay period.

All State Compensatory Time eligible events within each FLSA work period are totaled.

Each FLSA work period total is compared to the FLSA maximum regular hours associated with the employees Client Profile.

The system will generate State Compensatory Time for any hours over the FLSA maximum regular hours at a "straight" time rate. The system will not allow for dual compensation (FLSA and State Compensatory Time) for the same hours worked.

The SAM II HR/Payroll System will be updated with "earned" State Compensatory Time information at the same time as the FLSA compensation.



## NOTES



## HOLIDAY COMPENSATION PROCESSING

In the SAM II HR/Payroll System, a holiday shall be considered as a period of eight (8) hours. If an employee is scheduled to work more than 8 hours on a holiday, the hours over 8 cannot be counted towards holiday pay or holiday comp time. If the employee works more than 8 hours on a holiday, those hours over 8 should be coded as additional hours.

### Exception Paid Employees

All exception-paid employees, regardless of schedule, shall receive credit for the same number of paid holidays as employees whose regular work schedule is Monday through Friday. In SAM II holiday compensatory time is banked to a separate 'holiday comp' balance.

As long as an exception-paid employee is in active pay status for the given pay period, the SAM II HR/Payroll System will automatically generate pay for the holiday(s) in that pay period. If an exception-paid employee is on Leave without Pay for a portion of the pay period that includes a holiday, the agency may need to make two manual adjustments on the employee's timesheet: 1) enter the Leave without Pay event; and 2) enter a Leave without Pay event for the holiday. These two entries can be made on the same timesheet.

### Positive Paid (Non-Table Driven) Employees

The SAM II HR/Payroll System will not automatically generate pay for holidays for positive-paid (non-table driven) employees. The system has not been set up to systematically credit these employees on the Work Day Schedule (WDAY) table.

For these employees, agencies must enter the appropriate holiday hours on a timesheet. Holiday hours to be paid may be entered onto the same timesheet the agency is using to enter the hours worked by the positive-paid employee for that pay period.

### Positive Paid (Non-Table Driven) Employees

Positive paid employees will be eligible for holiday credit based on the following hours in active pay status in a semi-month pay period:

<u>Hours in Pay Status</u>	<u>Holiday Credit</u>
Less than 40 hours	Not Eligible
40 - 59 hours	1/2 credit (4.0 hours)
60 - 79 hours	3/4 credit (6.0 hours)
80+	Full credit (8.0 hours)



## NOTES



## REPORTING HOURS IN A SPLIT FLSA CYCLE

If a FLSA work period ends after the pay period end date (i.e., split FLSA work period), the following will happen:

### **For Exception-paid employees**

If the employee is set up to receive compensatory time as FLSA compensation, all the hours worked above the employee's total regularly scheduled work hours (determined by the Work Day Schedule Table – WDAY) in the split FLSA work period will be held back from processing until the next regular payroll cycle. During the next regular payroll process, the appropriate FLSA compensation ("straight" time and "premium") from the split FLSA work period will be generated as compensatory time.

If an employee is eligible to receive overtime pay as FLSA compensation or if the employee has Federal Compensatory Time in excess of 240 or 480 hours, all the reported hours from the split FLSA work period will be compensated at "straight" time. During the next regular payroll process, when this split FLSA work period has completed, the appropriate FLSA "premium" from the split FLSA work week will be generated as overtime pay.

### **For Positive-paid employees**

If the employee is set up to receive compensatory time as FLSA compensation, all the hours from the split FLSA work period that cause the total hours in the split FLSA work period (in the current pay period only) to exceed the FLSA maximum regular hours will be held back from processing until the next payroll cycle. During the next regular payroll cycle, when this split FLSA work period has completed, FLSA will be calculated to generate appropriate FLSA compensation as compensatory time. This recalculation will cause the hours that exceed the FLSA maximum to be counted towards Federal Comp Time rather than directly towards the employee's pay, resulting in a fluctuation of pay between the two pay periods.

If the employee is set up to receive overtime pay as FLSA compensation or if the employee has Federal Compensatory Time in excess of 240 or 480 hours, all the reported hours from the split FLSA work period will be compensated at "straight" time. During the next regular payroll process, by when this split FLSA work period will have completed, the appropriate FLSA "premium" from the split FLSA work week will be generated as overtime pay.

The same process is followed for eligible exception and positive paid employees for State Comp Time in a split FLSA period.



## NOTES



## COMPENSATORY TIME PAYOFF

The SAM II HR/Payroll System will automatically pay Compensatory Time when an employee has reached his/her 240 or 480 hour limit set by FLSA.

Payment of compensatory time will be at the discretion of the appointing authority, subject to agency specific policy as well as funding availability.

The user will need the following information:

- Date of Compensatory Time liquidation
- Appropriate leave payoff event code when an employee is separated from state employment (State CT Payoff - SCPO; Federal CT Payoff - FCPO; and Holiday CT Payoff - HCPO)
- Appropriate leave payoff event code when paying off comp-time balances to an employee at any time during their employment. These codes can be used to pay off balances in full or partially (State CT Payoff - SCPOP; Federal CT Payoff - FCPOP; and Holiday CT Payoff - HCPOP)
- Hours and minutes of Compensatory Time to be liquidated

**NOTE:** The SAM II HR/Payroll System will not process Comp Time Liquidation payments in the same pay period earned.

Leave and Compensatory Time accruals are only available after all other pay cycle processes have been complete. Therefore, Leave and/or Compensatory Time payoff will be received in a separate paycheck that is generated after the employee's last regular paycheck.



## SCENARIO 1

June 2000

2 Hours of OT in a contained FLSA Period; 10 hours of Overtime in the FLSA Period that crosses a Pay Period ending date

SUN	MON	TUE	WED	THU	FRI	SAT
				1 8	2 8	3
4	5 8	6 10	7 8	8 8	9 8	10
11 10	12 8	13 8	14 8	15 8	16 8	17
18	19 8	20 8	21 8	22 8	23 8	24
25	26 8	27 8	28 8	29 8	30 8	31

<b>June 1st -15th:</b>									
Exception Pay:	86.6 hours X	\$10 / hour =	\$866						
Add Hours (4th-10th)	2 hours X	\$10 / hour =	\$20						
Fed Comp time	-2 hours X	\$10 / hour =	(\$20)	→	3 hours of Fed Comp Time				
Add Hours (11th-17th)	10 hours X	\$10 / hour =	\$100						
Recycled:	-10 hours X	\$10 / hour =	(\$100)	→	Pending Pay Table*				
<b>Net Pay:</b>			<b>\$866</b>						
<b>June 16th - 30th:</b>									
Exception Pay:	86.6 hours X	\$10 / hour =	\$866						
Previous:	10 hours X	\$10 / hour =	\$100	←					
Compensatory Time:	-10 hours X	\$10 / hour =	(\$100)	→	15 hours of Fed Comp Time				
<b>Net Pay:</b>			<b>\$866</b>						





## SCENARIO 1

The following example illustrates how FLSA processing works for an exception paid non-exempt employee.

Joe Black is an exception-paid employee and is eligible for State and FLSA compensation.

Based on the Client Compensatory Profile (CCPR) and Time & Leave information entered on Joe's CPER document, the SAM II HR/Payroll System will automatically:

### **Pay Period June 1-15, 2000.**

1. Calculate the FLSA period ending June 3rd. No additional hours over 40; therefore no compensatory time.
2. Calculate the FLSA period ending June 10th. Employee worked 42 hours and 2 hours will be subtracted from the 42 hours and will be banked as 3 hours of Federal compensatory time.
3. Since the FLSA period ending June 17th does not fall in the pay period of June 1-15th, the system will recycle the 10 hours worked on Sunday June 11th.
4. Pay check generated for pay period amount of \$866

### **Pay Period June 16 – 30, 2000**

1. Calculate the FLSA period ending June 17th. Employee worked 50 hours and 10 hours will be subtracted from the 50 hours and will be banked as 15 hours of Federal compensatory time.
2. Calculate the FLSA period ending June 24th. No additional hours over 40; therefore no compensatory time.
3. Pay check generated for pay period amount of \$866



## SCENARIO 2

June 2000

2 Hours of OT in a contained FLSA Period; 10 hours of Overtime in the FLSA Period that crosses a Pay Period ending date

SUN	MON	TUE	WED	THU	FRI	SAT
				1 8	2 8	3
4	5 8	6 10	7 8	8 8	9 8	10
11 10	12 8	13 8	14 8	15 8	16 8	17
18	19 8	20 8	21 8	22 8	23 8	24
25	26 8	27 8	28 8	29 8	30 8	31

<b>June 1st -15th:</b>									
Total Pay:	100 hours X \$10 / hour =	\$1,000							
Add'l Hours (4th-10th):	-2 hours X \$10 / hour =	(\$20)	→						
Recycled (11th - 17th):	-2 hours X \$10 / hour =	(\$20)	→						
	<b>Net Pay:</b>				<b>\$960</b>				
<b>June 16th - 30th:</b>									
Total Pay:	88 hours X \$10 / hour =	\$880							
Previous:	2 hours X \$10 / hour =	\$20	←						
Compensatory Time:	-10 hours X \$10 / hour =	(\$100)	→						
	<b>Net Pay:</b>				<b>\$800</b>				



## SCENARIO 2

Mary Beth Stone is a non-exempt positive paid employee and is eligible for State and FLSA compensation. Based on the Client Compensatory Profile (CCPR) and Time & Leave information entered on Mary Beth's CPER document, the SAM II system will automatically:

### **Pay Period June 1-15, 2000**

1. The system will add up the hours for the pay period –  $100 \text{ hours} * \$10 = \$1000$
2. Calculate the FLSA period ending June 3rd. Employee did not exceed 40 hours so no compensatory time is due. System will pay 16 hours for the two days worked in this week contained within this pay period.
3. Calculate the FLSA period ending June 10th. Employee worked 42 hours and 2 hours will be subtracted from the 42 hours and will be banked as 3 hours of Federal Compensatory time and will pay 40 hours.
4. Cannot calculate the FLSA period ending June 17th since it is not contained within the pay period June 1-15th. However the system will determine that from June 11 – June 15, the employee worked 42 hours. It will subtract 2 hours from the 42 hours worked and will pay 40 hours for that week. The subtracted 2 hours will be recycled in the next pay period to determine if federal compensatory time is due or if state compensatory time is due.
5. System calculates check for  $96 \text{ hours} * \$10 = \$960$ .

### **Pay Period June 16- 30, 2000**

1. The system will add up the hours for the pay period –  $88 \text{ hours} * \$10 = \$880$
2. Calculate the FLSA period ending June 17th. Employee worked 50 hours and has already been compensated for 40 hours of pay. The additional hours will be banked as 15 hours of Federal Compensatory time. Pay for this day (June 16) contained within this pay period is \$0.
3. Calculate the FLSA period ending June 24th. Employee did not exceed 40 hours worked; therefore no compensatory time is due. Employee will be paid for 40 hours.
4. Cannot calculate FLSA period ending July 1st. Employee did not exceed 40 hours through the end of the pay period; therefore, employee will be paid for 40 hours.
5. System calculates check for  $80 \text{ hours} * 10 = \$800$ .

## SCENARIO 3



## June 2000

10 additional hours worked, then 8 hours of Annual Leave used in the FLSA Period that crosses a Pay Period end date

SUN	MON	TUE	WED	THU	FRI	SAT
				1 8	2 8	3
4	5 8	6 8	7 8	8 8	9 8	10
11 10	12 8	13 8	14 8	15 8	16 8 AL	17
18	19 8	20 8	21 8	22 8	23 8	24
25	26 8	27 8	28 8	29 8	30 8	31

<b>June 1st - 15th:</b>									
Total Pay:	86.6 hours X	\$10 / hour =	\$866						
Addl Hours (11th-17th)	10 hours X	\$10 / hour =	\$100						
Recycled:	-10 hours X	\$10 / hour =	(\$100)			→	<b>Pending Pay Table</b>		
<b>Net Pay:</b>			<b>\$866</b>						
<b>June 16th - 30th:</b>									
Total Pay:	86.6 hours X	\$10 / hour =	\$866						
Previous:	10 hours X	\$10 / hour =	\$100			←			
Fed Comp Time:	-2 hours X	\$10 / hour =	(\$20)			→	<b>3 hours Fed Comp Time</b>		
State Comp Time:	-8 hours X	\$10 / hour =	(\$80)			→	<b>8 Hours State Comp Time</b>		
<b>Net Pay:</b>			<b>\$866</b>						

## SCENARIO 3



Tim Allen is an exception paid, non-exempt employee. His work schedule is Monday - Friday, 8 hr/day. His FLSA/CCPR schedule is a 7 day workweek, 40 hour work period, Sunday through Saturday.

### **Pay Period June 1-15, 2000.**

1. Calculate the FLSA period ending June 3rd. No additional hours over 40; therefore no compensatory time.
2. Calculate the FLSA period ending June 10th. No additional hours over 40; therefore no compensatory time.
3. Since the FLSA period ending June 17th does not fall in the pay period of June 1-15th, the system will recycle the 10 hours worked on Sunday June 11th.
4. Pay check generated for pay period amount of \$866

### **Pay Period June 16 – 30, 2000**

1. Calculate the FLSA period ending June 17th. Employee worked 42 hours and was compensated for 8 hours of annual leave for a total of 50 hours of pay. The 2 hours above the 40 hours worked will be subtracted from the 50 hours and will be banked as 3 hours of Federal compensatory time. The remaining 8 hours above 40 hours pay will be subtracted and banked as 8 hours of State Compensatory time.
2. Calculate the FLSA period ending June 24th. No additional hours over 40; therefore no compensatory time.
3. Pay check generated for pay period amount of \$866

## SCENARIO 4



## June 2000

10 additional hours worked, then 8 hours of Annual Leave used in the FLSA Period that crosses a Pay Period end date

SUN	MON	TUE	WED	THU	FRI	SAT
				1 8	2 8	3
4	5 8	6 8	7 8	8 8	9 8	10
11 10	12 8	13 8	14 8	15 8	16 8 AL	17
18	19 8	20 8	21 8	22 8	23 8	24
25	26 8	27 8	28 8	29 8	30 8	31

<b>Cycle # 1 June 1st - 15th:</b>								
Total Pay:	98	hours X	\$10	/ hour =	\$980			
Recycled:	-2	hours X	\$10	/ hour =	(\$20)	→	<b>Pending Pay Table</b>	
<b>Net Pay:</b>					<b>\$960</b>			
<b>Cycle # 2 June 16th - 30th:</b>								
Total Pay:	88	hours X	\$10	/ hour =	\$880			
Previous:	2	hours X	\$10	/ hour =	\$20	←		
Fed Comp Time:	-2	hours X	\$10	/ hour =	(\$20)	→	<b>3 hours Fed Comp Time</b>	
State Comp Time:	-8	hours X	\$10	/ hour =	(\$80)	→	<b>8 Hours State Comp Time</b>	
<b>Net Pay:</b>					<b>\$800</b>			



## SCENARIO 4

John Stevens is a non-exempt positive paid employee and is eligible for State and FLSA compensation. Based on the Client Compensatory Profile (CCPR) and Time & Leave information entered on John's CPER document, the SAM II system will automatically:

### **Pay Period June 1-15, 2000**

1. The system will add up the hours for the pay period – 98 hours \* \$10 = \$980
2. Calculate the FLSA period ending June 3rd. Employee did not exceed 40 hours so no compensatory time is due. System will pay 16 hours for the two days worked in this week contained within this pay period.
3. Calculate the FLSA period ending June 10th. Employee did not exceed 40 hours so no compensatory time is due. System will pay 40 hours for the days worked in this week contained within this pay period. .
4. Cannot calculate the FLSA period ending June 17th since it is not contained within the pay period June 1-15th. However the system will determine that from June 11 – June 15, the employee worked 42 hours. It will subtract 2 hours from the 42 hours worked and will pay 40 hours for that week. The subtracted 2 hours will be recycled in the next pay period to determine if federal compensatory time is due or if state compensatory time is due.
5. System calculates check for 96 hours \* \$10 = \$960.

### **Pay Period June 16- 30, 2000**

1. The system will add up the hours for the pay period – 88 hours \* \$10 = \$880
2. Calculate the FLSA period ending June 17th. Employee worked 42 hours and was compensated for 8 hours of annual leave for a total of 50 hours of pay. The employee has already been compensated for 40 hours of pay. The 2 hours worked above 40 will be banked as 3 hours of Federal Compensatory time. The 8 hours of annual leave are not hours eligible for Federal Compensatory time; however, the employee has already been paid for 40 hours of work for this week. Therefore the 8 hours above 40 hours of pay will be banked to the employee's State Compensatory balance. No hours will be paid for this week.
3. Calculate the FLSA period ending June 24th. Employee did not exceed 40 hours worked; therefore no compensatory time is due. Employee will be paid for 40 hours.
4. Cannot calculate FLSA period ending July 1st. Employee did not exceed 40 hours through the end of the pay period; therefore, employee will be paid for 40 hours.
5. System calculates check for 80 hours \* 10 = \$800.



## NOTES





## NOTES



## ACTIVITY

1. If an employee is FLSA non-exempt and is at his federal compensation maximum, how is he compensated for hours worked over the Number of FLSA Maximum Regular Hours?
2. Which table defines an employee's FLSA and Client Compensation Profile?
3. Can an employee be compensated for both federal compensation and state compensation for the same hours?